

PC Applications Schedule



Day Classes: 9:00 AM - 4:00 PM							
Word Processing and Note Taking	Price	Oct	Nov	Dec	Jan	Feb	Mar
Word Level 1 - Basic Documents, Tables & Graphics	\$289	2	2	1	3	1	4
Word Level 2 - Styles, Sections & Templates	\$289	10	8	6	10	7	7
Word Level 3 - Long Documents, Forms, Macros & Mail Merge	\$289		13	20	8	14	14
Office OneNote - Develop digital note-taking skills	\$289				8		7
Spreadsheets	Price	Oct	Nov	Dec	Jan	Feb	Mar
Maximizing PivotTables in Excel	\$289		6	11		12	
Excel Functions and Formulas	\$289		13		11		14
Amazing Macros in Excel	\$289	23		7	8		21
Excel: Dashboards	\$289	26		18		22	
Excel: Tips & Tricks	\$289		30		18		11
Excel Level 1 - Worksheet Essentials	\$289	3	1	5	8	5	4
Excel Level 2 - Multiple Workbooks, Subtotals & Advanced Charts	\$289	12	9	14	18	15	18
Excel Level 3 - Auditing & analysis tools/importing & exporting data	\$289	30	20	18	25	26	28
Presentations	Price	Oct	Nov	Dec	Jan	Feb	Mar
PowerPoint Level 1 - Creating & Modifying Presentations	\$289	4		4		3	
PowerPoint Level 2 - Graphics, Multimedia, Interactive elements	\$289		6		11		
Contact Management & Email	Price	Oct	Nov	Dec	Jan	Feb	Mar
Outlook Level 1 - Email, Calendar & Contact Basics	\$289	5		8		6	
Outlook Level 2 - Customizing, Filters, Folders	\$289	12		13		23	
Databases	Price	Oct	Nov	Dec	Jan	Feb	Mar
Access Level 1 - Managing Data, Table Relationships & Reports	\$289	5	3	12	16	5	1
Access Level 2 - Controlling Data , Queries & Customized Reports	\$289	12	9	18	22	29	22
Access Level 3 - SQL Queries, Macros & Database Management	\$289		20		29		25
Diagrams	Price	Oct	Nov	Dec	Jan	Feb	Mar
Visio Level 1	\$289	16		18		5	
Visio Level 2	\$289		16		25		4
Office 365 (Microsoft 365)	Price	Oct	Nov	Dec	Jan	Feb	Mar
Getting Started with Microsoft 365	\$395						
Microsoft Office 365 Part 1 - Outlook Web app, Teams, Office Online Apps	\$395						
Microsoft Office 365 Part 2 - OneDrive for Business, SharePoint Online, Tasks, Planner, Managing Security	\$395						
Teams	\$395						
Google G Suite	Price	Oct	Nov	Dec	Jan	Feb	Mar
Using Google G Suite	\$289	19		21			
Day Classes: 8:30 AM - 4:00 PM							
Knowledge Worker	Price	Oct	Nov	Dec	Jan	Feb	Mar
Analyzing and Presenting Data with Excel - Power Query, Data Model, Visualization & Presentation	\$995	12-13		18-19			
Tableau Desktop Part 1	\$995			27-28			
Tableau Desktop Part 2	\$995				4-5		
Power BI Desktop	\$1,195			20-21			
NEW! Power BI Report Builder	\$995				11-12		
Excel VBA Level 1	\$895						
Excel VBA Level 2	\$895						
Access VBA Level 1 – Forms and Controls	\$495						

Custom courses and corporate pricing are available. Call (800) 974-1115 or visit our website at www.panurgyvt.com
 We offer Microsoft Office 2016, 2019, and Microsoft 365 for Private Classes

Graphics, Internet & Professional Applications Schedule



Day Classes: 9:00 AM - 4:00 PM								
Graphics	Price	Days	Oct	Nov	Dec	Jan	Feb	Mar
Adobe Illustrator Level 1 - Paths, Objects, Layers and Type	\$495	1	2		6		7	
Adobe Illustrator Level 2 - Patterns/Brushes, Advanced Type, Trapping	\$495	1		2		16		11
Adobe InDesign Level 1 - Basics of Creating Documents	\$495	1	6		11		12	
Adobe InDesign Level 2 - Master Pages, Styles, Text Control, Sectioning	\$495	1		1		22		21
Adobe Photoshop Level 1 - Layers, Color, Formats, Masking	\$495	1	10		13		20	
Adobe Photoshop Level 2 - Filters, Layers, Lighting, Shadow Effects, Scripts	\$495	1		13		29		25
Publisher 2016 - Create, Manage, Format, Revise, and Distribute Publications	\$295	1						
Internet	Price	Days	Oct	Nov	Dec	Jan	Feb	Mar
Adobe Acrobat Level 1 - Modify PDF Documents, Create Workflows	\$295	1	16		15		9	
Adobe Acrobat Advanced - Enhancing PDFs, Interactive PDF Forms	\$295	1		27		24		22
Introduction to JavaScript	\$1,495	3						
HTML Programming: Level 1	\$395	1						
Professional Applications	Price	Days	Oct	Nov	Dec	Jan	Feb	Mar
QuickBooks for Windows: Introduction	\$295	1	5		4		5	
QuickBooks for Windows: Advanced	\$295	1		2		25		4
Crystal Reports 2016 Designer 1	\$695	2						
Crystal Reports 2016 Designer 2	\$695	2						
Crystal Reports 2016 Designer 3	\$695	2						

Technical Education Schedule



Day Classes: 8:30 AM - 4:00 PM

Administration, Security & Tools		Price	Days	Oct	Nov	Dec	Jan	Feb	Mar
CEH	Certified Ethical Hacker	\$3,495	5	10/30-11/3		18-22		2-9	25-29
CEH Nights	Certified Ethical Hacker - Evenings - Tuesday & Thursday - 6:00 PM to 9:30 PM ET	\$3,495			11/28-12/27				
CISSP	Certified Information Systems Security Professional	\$2,995	5		13-17		15-19		4-8
CISSP Nights	Certified Information Systems Security Professional - Evenings - Monday & Wednesday - 6:00 PM to 9:30 PM ET	\$2,995		10/23-11/22					
CISM	Certified Information Security Manager	\$1,995	3			18-20			
CHFI	Computer Hacking Forensic Investigator	\$3,495	5	23-27					
CHFI Nights	Computer Hacking Forensic Investigator - Evenings - Tuesday & Thursday - 6:00 PM to 9:30 PM ET	\$3,495							
CND	Certified Network Defender	\$3,495	5	2-6		4-8			
PMP	Project Management Professional (PMP)	\$2,995	5						
CompTIA Certification Boot Camps		Price	Days	Oct	Nov	Dec	Jan	Feb	Mar
A+	A+ Certification	\$2,795	5	9-13	11/27-12/1		8-12	5-9	25-29
A+ Nights	A+ Certification - Evening Classes - Monday & Wednesday - 6:00 PM - 9:30 PM ET	\$2,795							
	Cloud+	\$2,795	5	16-20		11-15			
CASP+	CompTIA Advanced Security	\$2,995	5	2-6	6-10	4-8			
CySA+	Cybersecurity Analyst+	\$2,795	5	10/30-11/3	11/27-12/1				
L+	Linux+	\$2,995	5	2-6					
N+	Network+	\$2,795	5	16-20	6-10	4-8	15-19	12-16	4-8
N+ Nights	Network+ - Evening Classes - Tuesday & Thursday - 6:00 PM - 9:30 PM ET	\$2,795							
S+	Security+	\$2,495	5	2-6					
S+ Nights	Security+ - Evening Classes - Monday & Wednesday - 6:00 PM - 9:30 PM ET	\$2,495							
	Server+	\$2,795	5		6-10				
Cisco		Price	Days	Oct	Nov	Dec	Jan	Feb	Mar
CCNA	Implementing and Administering Cisco® Solutions	\$2,795	5	9-13	13-17	11-15	8-12	19-23	11-15
ENCOR	Implementing Cisco Enterprise Network Core Technologies	\$2,995	5	9-13	10/30-11/3				
SCOR	Implementing and Operating Cisco Security Core Technologies	\$3,795	5		6-10				
SQL		Price	Days	Oct	Nov	Dec	Jan	Feb	Mar
	SQL Fundamentals	\$495	1	12			10		
	SQL Server I	\$895	2						
	SQL Server II (Queries)	\$895	2						

Technical Education Schedule



Day Classes: 8:30 AM - 4:00 PM									
	SQL Server III	\$895	2						
	SQL Administration	\$495	1						
SQL - Continued		Price	Days	Oct	Nov	Dec	Jan	Feb	Mar
	SQL: Writing Reports and Report Builder L1	\$995	2						
	SQL: Writing Reports and Report Builder L2	\$995	2						
DP-300	Administering Microsoft Azure SQL Solutions	\$2,395	4	10/31-11/3		19-22			
Windows Server		Price	Days	Oct	Nov	Dec	Jan	Feb	Mar
	Windows Server Administration - In-person class	\$1,195	2						
	Configuring & Administering Hyper-V	\$1,295	2						
	Windows PowerShell Fundamentals	\$1,295	2			27-28			
	Windows PowerShell Level 2	\$1,295	2				11-12		
Azure		Price	Days	Oct	Nov	Dec	Jan	Feb	Mar
AZ-040	Automating Administration with Windows PowerShell	\$2,995	5	23-27	13-17	11-15			
AZ-104	Microsoft Azure Administrator Exam is included	\$2,795	4	17-20	7-10	12-15			
AZ-500	Microsoft Azure Security Technologies	\$2,995	5	23-26		4-7			
AZ-700	Designing and Implementing Microsoft Azure	\$2,995	3		20-22				
AZ-900	Microsoft Certified Azure Fundamentals Exam is included	\$595	1	2, 9, 16, 30	6, 13, 27	11, 18			
Microsoft 365		Price	Days	Oct	Nov	Dec	Jan	Feb	Mar
MD-100/101	Microsoft 365 Modern Desktop Administrator	\$3,995	5						
MS-100/101	Microsoft 365 Enterprise Administrator Expert	\$3,995	5						
MD-100	Windows Client	\$2,995	5						
MD-101	Managing Modern Desktops	\$2,995	5						
MS-100	Microsoft 365 Identity and Services	\$2,995	5						
MS-101	Microsoft 365 Mobility and Security	\$2,995	5						
MS-203	Microsoft 365 Messaging	\$2,995	5	23-27			8-12		
MS-500	Microsoft 365 Security Administration	\$2,495	4						
MS-700	MS-700: Managing Microsoft Teams	\$2,495	4	23-26		4-7			
MS-900	MS-900: Microsoft 365 Fundamentals	\$595	1	20	9, 20				

Talent Development Schedule



Day Classes: 9:00 AM - 4:00 PM								
Customer Service (CS)	Price	Days	Oct	Nov	Dec	Jan	Feb	Mar
Excellence in Service: Basic - developing basic CS skills	\$325	1	3		1		1	
Excellence in Service: Advanced - service standards	\$325	1		3		5		1
Managing Anger - causes & effects of anger	\$325	1		15		12		8
Dealing with Challenging Customer Interactions	\$325	1	11		8		9	
Leadership and Supervision	Price	Days	Oct	Nov	Dec	Jan	Feb	Mar
NEW! - Appreciative Inquiry - implementing change through positivity	\$325	1	13		7		7	
Building Better Teams - create effective, motivated, productive teams	\$325	1	31		18		14	
Change Management - handling phases of transition process	\$325	1	20		15		15	
Creating a High Performance Team	\$325	1		16		19		13
Delegation Skills for Leaders - getting work done thru others	\$325	1	23		19		17	
NEW! - Diversity, Equity, & Inclusion	\$325	1	16		14			
Emotional Intelligence	\$325	1		17		26	24	
Leadership Institute: Essentials for Supervisors (3 days) Leadership, Performance Reviews, Team Building, Motivation, Communication, Time Management, Managing Conflict and Change	\$895	3	16-18	7-9	12-14	9-11	13-15	12-14
NEW! Leadership Institute: More Essentials (2 days) Stress Management, Emotional Intelligence, DEI&Belonging, Coaching, Managing Difficult People, Managing Difficult Conversations, Delegating	\$695	2	25-26		4-5	23-24	20-21	26-27
Leadership Skills for Women	\$325	1		20		24	24	
Leading Virtual Teams - support vteam cultures	\$325	1		28		31	29	
NEW! - Managing the Virtual Workplace	\$325	1	4		1		2	
Managerial Leadership - leading to vision fulfillment	\$325	1		29		30		27
Managing Conflict	\$325	1		30		26		26
NEW! - Managing Difficult Conversations	\$325	1	19		4		12	
Managing Innovation & Creativity - supporting new ideas	\$325	1	24		20		21	
Coaching & Mentoring - Knowing how and when to coach or mentor	\$325	1	12		5		20	
Positive Staff Development - developing talent	\$325	1		7		23		22
Managing Difficult People	\$325	1	17		6		5	
Managing Multigenerational Teams-intergenerational issues	\$325	1		17		18		29
Project & Business Management	Price	Days	Oct	Nov	Dec	Jan	Feb	Mar
Project Management Fundamentals - principles/methodology	\$325	1	31		4		8	
Process Improvement	\$325	1		30		8		11
Personal Development	Price	Days	Oct	Nov	Dec	Jan	Feb	Mar
Attitude	\$325	1		30		9		6
NEW! - Collaboration	\$325	1	27		11		9	7
NEW! - Creative Thinking and Innovation	\$325	1		6		31	29	29
NEW! - Critical Thinking	\$325	1	26		7		28	28
Effective Business Writing - practical writing	\$325	1		21		19		27
Effective Office Communication Strategies in the workplace	\$325	1		15		12		26
Writing Effective Email - Make the most of your email	\$325	1	20		8		16	
Facilitation - gain tools for facilitation	\$325	1		29		10		12
Managing Upward - guide to upward professional mobility	\$325	1		27		17		12
Organizational Skills - applied balance of time & information	\$325	1		28		11		11
Problem Solving Skills - resolution strategies	\$325	1		1		4		8
Stress Management	\$325	1		16		5		15
Time Management - productive time use	\$325	1		27		3		22
Professional Presentation	Price	Days	Oct	Nov	Dec	Jan	Feb	Mar
Effective Presentations - skilled public speaking - creating and doing	\$625	2	30-31		18-19		27-28	19-20
Presentations: Preparing, Developing and Delivery - how to	\$325	1	5		20		22	
Train the Trainer - training strategies & methods	\$325	1	25		14		23	